



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AIR POLLUTION CONTROL AIDE

Class No. 003846

■ CLASSIFICATION PURPOSE

To perform a variety of office and technical field work in support of air pollution control professional staff; to research, analyze, compile, and record air pollution control data; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is found only in the Air Pollution Control District (APCD). Under direct supervision, incumbents are responsible for providing office and/or technical support to professional staff. The Air Pollution Control Aide differs from the Air Pollution Control District inspection classes in that the latter enforces district rules, federal and state air pollution control laws, and performs specialized technical fieldwork. The Air Pollution Control Aide differs from the clerical class series in that the latter performs general clerical duties that do not require familiarity with air pollution control laws and terminology.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Air Pollution Control Aide: OFFICE OPTION

Essential Functions:

1. Extracts data and information from charts, files, computer logs, and other references, and verifies the accuracy and completeness of the data.
2. Reviews written reports for proper coding and accuracy.
3. Collects and retrieves data from magnetic media, charts, or written documents.
4. Prepares, organizes, and compiles data into letters, forms, tables, charts, graphs, or other predefined, acceptable formats and enters the data into databases.
5. Prepares correspondence, statistics, reports, and meeting minutes.
6. Transmits data reports to professional staff and outside agencies.
7. Creates, tracks, maintains, and purges record-keeping systems, tickler and information files, computer files, records, invoices, reports, and other paperwork.
8. Informs staff of assignment deadlines and compliance violations.
9. Answers inquiries and complaints by researching and interpreting air pollution control laws, regulations, fees, agreements, and other information.
10. Supports the technical advisory committee and disseminates technical advisory meeting minutes and correspondence to its members.
11. Assists in air pollution control related contract preparation and monitoring.
12. Prepares legal documents.
13. Creates, prepares, and maintains customer service surveys and records.
14. Sets-up, maintains, and stocks supplies and other inventory.

15. Tracks staff timesheets.
16. Performs data calculations.
17. Monitors account activity.
18. Requests fee schedules, and billing codes.
19. Processes requisitions, negotiates pricing, and resolves discrepancies.
20. Performs clerical support activities such as distributing the mail, copying, faxing, and filing documents.
21. Schedules and reserves conference rooms for workshops and meetings.
22. Assists with special projects as required.
23. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

Air Pollution Control Aide: FIELD OPTION

Essential Functions:

1. Loads and collects various types of sample media.
2. Collects and retrieves data from magnetic media, charts, or written documents.
3. Extracts data and information from charts, files, computer logs, and other references, and verifies the accuracy and completeness of the data.
4. Reviews written reports for proper coding and accuracy.
5. Prepares, organizes, and compiles data into letters, forms, tables, charts, graphs, or other predefined, acceptable formats and enters the data into databases.
6. Drives to and from various sampling locations throughout the County of San Diego.
7. Writes and updates sampling procedures and other documentation to support field-sampling requirements.
8. Reviews forms for accuracy and completeness.
9. Performs various station and shop activities, including cleaning equipment, preparing and scheduling items for shipment/pickup, and maintaining inventory.
10. Provides laboratory assistance and support.
11. Provides responsive, high quality service to county employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.
12. Sets-up, maintains, and stocks supplies and other inventory.
13. Assists with special projects as required.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Air Pollution Control Aide: OFFICE OPTION

Knowledge of:

- Methods and techniques in the collection and analysis of data.
- Basic terminology and concepts in air pollution control.
- Computer equipment and software applications.
- Basic mathematics.
- Business office protocol.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Read, understand and interpret federal, state, and district air pollution control laws, regulations, and standards.
- Research, analyze, and draw logical conclusions from data.
- Communicate clearly, concisely, and with confidence and tact, both orally and in writing.
- Perform basic arithmetic calculations accurately.
- Locate and utilize resource materials accurately and efficiently.
- Maintain and enter data to automated and manual logs, records, and files.
- Use excellent organizational skills to perform assignments in a multi-task environment.
- Understand and follow written directions and oral instructions.
- Use software programs to prepare reports, charts, graphs, and other displays.
- Make recommendations and responsible decisions based on available information.
- Establish and maintain effective working relationships with staff, officials, agency representatives, and the public.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Air Pollution Control Aide: FIELD OPTION

Knowledge of (in addition to the above):

- Operation of air pollution control monitoring machines.

Skills and Abilities to (in addition to the above):

- Set timers or program electronic/mechanical equipment for proper operation.
- Operate various air quality monitoring samplers.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Completion of thirty (30) semester units of college study including at least ten (10) units of coursework in physical or life science, mathematics or computer science, AND one (1) year of full-time work experience, or its part-time equivalent, performing data collection, analysis, data verification, and report preparation in a technical field, OR
2. Two (2) years of full-time work experience performing data collection, analysis, data verification, and report preparation in a technical field that involved interpreting laws, regulations, and standards for an industrial business or public agency.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Constant: sitting, repetitive hand use, and fine hand manipulation. Frequent: hand grasping, lifting of objects weighing less than 10 pounds. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, crawling, pushing/pulling, reaching above and below the shoulder level, lifting objects weighing up to 75 pounds. May drive in excess of 100 miles per day.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens and other office equipment. May require to work around electronic/electrical equipment and machinery. May require walking on uneven ground and exposure to excessive noise, extremes in temperature, humidity, or wetness; exposure to dust, gas, fumes, or chemicals; working at heights; and be required to use special visual or auditory protective equipment. May require weekend and holiday work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 2, 1975
Revised: August 22, 2002
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